

**Department of Defense Commercial
Activities Management Information
System (DCAMIS)**

**Interim Guidance with
Updated A-76 Data
Elements**



October 29, 2002
(Updated Data Elements
On June 7, 2004)

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DOD COMMERCIAL ACTIVITIES MANAGEMENT SYSTEM (CAMIS) **IMPLEMENTATION PLAN**

Phase-in Period: September-November 15, 2002

DoD Components shall comply with this DoD CAMIS Implementation Plan by November 15, 2002 and shall use DoD CAMIS when converting commercial activities to or from contract performance. DoD's consultant will meet with each Component to assist them in setting-up DoD CAMIS. This will include establishing appropriate administrative and site control requirements suited to each Component's needs in preparation for entering the Component's CAMIS data into DoD CAMIS.

DoD CAMIS is a web-based system operating in the .mil domain. The components are required to create and maintain records by entering data through the DoD CAMIS data entry screens for all A-76 initiatives announced since October 1, 1994.

For all A-76 initiatives announced since October 1, 1994 when entering records into DoD CAMIS, the following tasks must be accomplished prior to creating a record:

1. Convert from the old DoD functions codes, Legacy Data Element 11, to the new DoD function codes.
2. For multi-location or multi-function code initiatives, break-out the following data elements by location and by new DoD function code:
 - Announced authorizations — Legacy Data Elements 14 and 15.
 - The **difference, or Adjustments** between **Announced** authorizations and **Refined** authorizations — Legacy Data Elements 21 and 22.
 - Baseline work years — Legacy Data Elements 23 and 24.

For A-76 initiatives announced since October 1, 1994 **and** reaching final decision (resolution of all disputes) **before** October 1, 2000 (FY 2001), DoD CAMIS enforces DoD requirements that **selected new mandatory** data elements be entered.

For A-76 initiatives announced since October 1, 1994 **and** reaching final decision, or resolution of all disputes, **on or after** October 1, 2000 (FY 2001), DoD CAMIS requires that **all mandatory** data elements be entered. Future DoD CAMIS enhancements include a feature to attach PDF files to a CAMIS record and the capability to electronically import data extracted from win.COMPARE2.

DoD CAMIS Definitions & Component Responsibilities

This guidance provides DoD CAMIS description of terms including data elements names, definitions, values, trigger events, sections, and phases presented in tabular form and organized in sequence of the data entry phases in the system. Each competitive sourcing initiative (i.e., standard cost comparison, streamlined cost comparison, direct conversion) will have a DoD CAMIS record that tracks execution and savings. Each initiative record has a "Record Administration" section that identifies information associated with DoD CAMIS record maintenance and four separate phases to track the initiative. The major sections are:

Record Administration

Administrative information and initiative status regarding the specific DoD CAMIS record.

Phase 1 – Start Up

This phase includes the DoD CAMIS data required to create and begin an initiative. The last element in this phase is the public announcement.

Phase 2 – In-Progress

This phase includes the DoD CAMIS data related to conducting the initiative. It begins with the establishment of the CA team and ends with the submission of the private sector offers.

Phase 3 – Decision

This phase includes the DoD CAMIS data to document decision actions beginning with the tentative decision, includes resolution of all disputes, and ends with the announcement of a final decision and entry of detailed cost comparison information.

Phase 4 – Post Decision

This phase includes DoD CAMIS data that tracks the actual execution of a final cost comparison decision. It includes transition actions, service provider information and post-MEO review information.

Features of the System

The software will not permit the creation of a record until after the announcement date of the initiative and will require data to be entered in most of the fields for Initiative Administration and Phase 1.

DoD CAMIS has a number of **Comment** and **Explanation** fields. These will normally be linked to the applicable data element vice a separate data element at the end of the DoD CAMIS record. A separate comments field is provided at the end of each section to allow Components to include miscellaneous remarks for each section, if desired.

DoD CAMIS contains a “Milestones” section. The **Original Planned** and **Current Planned** dates are optional and provided for a Component’s convenience to manage/oversee/track an initiative’s progress. The **Actual** dates are drawn from the dates entered in the Phases’ sections.

The term “Performance Period” as used in CAMIS (and win.COMPARE2) may not coincide with the performance periods in the solicitation and the actual contract. In DoD CAMIS (and win.COMPARE2), a performance period is a 12-month period except for the first and last performance periods which may be less than 12 months. If a working capital fund activity has a first performance period in the solicitation and contract of 36 months and a second performance period of 24 months, CAMIS (and win.COMPARE2) treats these as five 12-month performance periods.

The Table of Definitions Columns

The tables of data elements contain the following columns, which are defined below.

<i>Data Element Name:</i>	Identifies the name of a specific data element in DoD CAMIS as it appears on the data entry screen. Note that the Name equates to the title of the data field.
<i>Definition:</i>	Defines the data element.
<i>Values:</i>	Lists the valid DoD CAMIS entries permitted for specific data elements governed by an edit table (pick list) (except for large lists such as component major commands). DoD CAMIS normally displays the full name of each value on a screen displayed pick list (most codes are represented in this table by a single character after a dash that follows the full name and are used in DoD CAMIS Reports to condense the size of the report). No entry in this column implies that the user must enter a value via keyboard entry. However, some format restrictions may be imposed by the system, e.g., dollar values must be numeric.
<i>Mandatory?:</i>	Identifies whether the data field is mandatory or optional and whether the data field is mandatory for only the set of initiatives reaching a “final decision” (after all disputes are resolved) from October 1, 2000 to the present.
<i>Legacy CAMIS #:</i>	Identifies the data element number contained in the OSD September 3, 1999 CAMIS guidance. It provides a crosswalk from what will be the “legacy” CAMIS data to DoD CAMIS.

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
Record Administration				
A-1. DoD Component	Identifies the DoD Component, such as: Military Service, Defense Agency, or Field Activity who is performing the initiative. (Competitive Sourcing Initiative)	System Generated <ul style="list-style-type: none"> • Department of the Army – A • National Imagery and Mapping Agency (NIMA) – B • TRI-CARE Management Activity, Defense Medical Program Activity, and Uniformed Services University of the Health Services (USUHS) – C • Washington Headquarters Service (WHS) – D • Ballistic Missile Defense Organization (BMDO) – E • Department of the Air Force – F • National Security Agency (NSA) – G • National Reconnaissance Office (NRO) – H • Defense Legal Services Agency (DLSA) – I • Joint Chiefs of Staff – J • Defense Information Systems Agency (DISA) – K • Defense Intelligence Agency (DIA) – L • United States Marine Corps (USMC) – M • United States Navy (USN) – N • American Forces Information Service (AFIS) – O • Defense Advanced Research Projects Agency (DARPA) – P • Department of Defense Education Activity (DoDEA) – Q • Defense Contract Audit Agency (DCAA) – R • Defense Logistics Agency (DLA) – S • Department of Defense Human Resources Activity — Defense Security Service (DSS) – T • Defense Threat Reduction Agency (DTRA) – Y • Defense Finance and Accounting Service (DFAS) – 2 • Defense Commissary Agency (DeCA) – 3 	N/A	04
A-2. Initiative Number	Required to create record The number assigned by the DoD Component that uniquely identifies a specific initiative. The first character of this number must be a letter designating the DoD Component from the approved list of DoD Component Codes. The initiative number may vary in length from 5 to 12 characters, of which the second and subsequent characters may be alpha or numeric and assigned under any system desired by the DoD Component.	For component and lower level users, the first character of the initiative number will be system generated.	Yes for ALL	02

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
A-3. Managing Organization	Required to create record The chain of supervision established by the DoD Component Headquarters to identify the organization responsible for the initiative.	Pick List A system generated list provided to selected users who are responsible for ensuring their organization structures are current and accurate. An organization must exist on the selected user's list for it to be selected from the system generated pick list to be assigned to an initiative. Note: For Component major commands, the full Command Name, Acronym, and Abbreviation are maintained in a DoD CAMIS data table.	Yes for ALL	05
A-4. Prior Operation	Required to create record A single alpha character that identifies the method of operation for the commercial activity at the time the initiative is announced. It does not reflect the outcome.	Pick List <ul style="list-style-type: none"> Contract – C (The entire CA is performed by a contractor when the initiative is announced.) Expansion – E (The entire CA is performed by in-house operations but will be expanded by a 30% increase in the operating cost of the activity, a 30% increase in the total capital investment to perform the activity or an increase of 65 FTEs or more.) In-house – I (The entire CA is performed in-house when announced.) Mixed in-house, contract, and/or ISSA – M (The CA is performed by a mix of in-house employees and one or more service contracts and/or a non-DoD Federal Agency under an ISSA.) New requirement – N (The CA is newly established and has never been performed in-house or via a service contract or a non-DoD Federal Agency under an ISSA.) ISSA – S (The entire CA is performed by a non-DoD Federal Agency under an ISSA.) 	Yes for ALL	12

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
A-5. Initiative Status	The current state of the competitive sourcing initiative.	<p>System Generated for:</p> <ul style="list-style-type: none"> In Progress – P (The initiative is ongoing and is pending a tentative decision.) Complete – C (A tentative decision has been determined. This is the initial decision pending the Public Review Period and, if appeals are received, the Administrative Appeal Process (AAP). This decision cannot be changed or rescinded.) Concluded – D (A final decision has been determined and the solicitation, if any, has been cancelled or statutory notification made. A final decision is the definitive cost comparison decision that follows the Public Review Period and, if appeals are filed, the AAP, and if protests are filed with GAO, then resolution of these protests.) Closed – Y (A final decision has been determined, and all performance/annual periods have been completed.) <p>Pick List for:</p> <ul style="list-style-type: none"> Transitioned – T (The CAMIS record has been broken out, consolidated into another active CAMIS record, or reannounced with a new CAMIS number. This CAMIS initiative is cancelled because all the functions have been broken into several initiatives, consolidated into another specific initiative, or reannounced.) Cancelled before Solicitation – Q (The initiative is terminated by the Component prior to issuance of the solicitation and prior to reaching a tentative decision) Cancelled after Solicitation – X (The initiative is terminated by the Component after issuance of the solicitation.) <p>Note: If this data element is filled out with “T” or “Q” or “X,” an explanation must be provided.</p>	Yes for ALL	13
A-6. Initiative Type	Required to create record Identifies the type of competitive sourcing process to be used to perform the initiative.	<p>Pick List</p> <ul style="list-style-type: none"> Standard Cost Comparison – C Streamlined Cost Comparison – S Direct Conversion – D 	Yes for ALL	02A
A-7. Statutory Classification	Required to create record The statutory classification designates an initiative as single function or multi-function and determines the statutory time limits between public announcement and tentative decision.	<p>Pick List</p> <ul style="list-style-type: none"> Single Function – S Multi-Function – M (An initiative may be designated multi-function if the announcement includes [1] authorizations for more than one DoD Function or [2] one DoD Function assigned to more than one installation/location.) 	Yes for ALL	None
A-8. Defense Health Program Indicator	Required to create record Indicates if the commercial activities being competed are Defense Health Program funded.	<p>Pick List</p> <ul style="list-style-type: none"> Yes – Y No – N (default value) 	Yes for ALL	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
A-9. Initiative Coordinator	Required to create record Individual responsible for the initiative.	Pick List List is derived from the table of current users as determined by the Component.	Yes for ALL	None
A-10. Initiative Termination Date	The date the initiative was officially terminated. Note: Cancellation of the solicitation does not equate to cancellation of the initiative. If the initiative is cancelled, this data element requires an explanation.	User selected from a calendar utility for Transitioned, Cancelled, and Closed initiatives.	Yes for ALL	None
A-11. Cancellation Explanation	A remarks field requiring an explanation for canceling an initiative.		Yes for ALL	59
A-12. Transition Type	Transition type reflects a specific CAMIS record's association with previous or subsequent CAMIS record for a specific initiative(s). The initiative(s) has either been (1) divided into two or more separate initiatives and, therefore, is reflected in two or more separate CAMIS records or (2) combined with one or more initiatives into a single initiative and, therefore, is reflected in a separate CAMIS record or (3) reannounced as a new initiative with increased scope and, therefore, is reflected in the new initiative.	Pick List <ul style="list-style-type: none"> Partial Break out – A (The initiative has authorizations removed for inclusion in other initiatives but continues to exist.) Partial Consolidation – Y (The initiative has received authorizations previously included in other initiatives that continue to exist.) Broken out – B (Exclude the original initiative record from future updates because the original competitive sourcing initiative has been divided into two or more separate initiatives.) Consolidated – Z (Exclude the original initiative records from future updates because the initiative has been combined with one or more other initiatives into a single initiative.) Reannounced – R (Exclude the original initiative record from future updates because the initiative's scope has been expanded and reannounced as a new initiative.) 	Yes for ALL	13a
A-13. Earlier or Later Initiative	When a consolidation or breakout of initiatives occurs, the previous initiative(s) number(s) represents the earlier initiative(s) and the subsequent initiative(s) number(s) represents the later initiative(s), respectively.		Yes for ALL	16
A-14. Last Updated	The "as of" date of the last change made in the initiative record.	System Generated	N/A	01
A-15. Last Updated By	The name of the user making the last change in the initiative record.	System Generated	N/A	None
A-16. Last Reviewed	The date of the last review performed of a section in the initiative record.	System Generated When a user clicks on the "Review Conducted" button, the system will automatically enter a system-generated date stamp to the initiative record.	N/A	None
A-17. Last Reviewed by	The name of the user performing the last review of a section in the initiative record.	System Generated When a user clicks on the "Review Conducted" button, the system will automatically enter that individual's name to the initiative record.	N/A	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
A-18. Last Validated	The date of the last validation performed of the entire initiative record.	System Generated When a user clicks on the “Validation Conducted” button, the system will automatically enter a system-generated date stamp to the initiative record.	N/A	None
A-19. Last Validated By	The name of the system-registered individual that validates the accuracy and completeness of the information contained in the initiative record. CAMIS record validations shall: 1) be performed annually for every CAMIS record until a record is closed (once it is closed validation is no longer necessary; however, before a CAMIS record can be closed, it shall be validated), 2) include a complete review of all CAMIS data contained in the initiative record, and 3) be recorded annually no later than 30 Sep of each fiscal year.	System Generated When a user clicks on the “Validation Conducted” button, the system will automatically enter that user’s name to the CAMIS record.	N/A	None
A-20. Initiative Comments	Comments pertaining to administering the initiative or to the initiative as a whole.		Optional	59
A-21. Suppress Non-Required Fields	For identified initiatives that have reached final decision prior to FY 01, when set to “Yes,” all non-required fields for legacy initiative records will be suppressed. Once all legacy initiative records have been entered into CAMIS, this field will be inactivated.	Pick List <ul style="list-style-type: none"> • Yes • No 	Yes for pre-FY 2001 final decisions	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
<i>Phase1– Start-Up</i>				
1-1. Location Name	Required to create record The name(s) of the installation(s) or location(s) where the initiative is being performed. Each location in the system is linked to a State/Territory or Country.	Pick List A system generated list provided to selected users who are responsible for ensuring their installations and locations are listed, current, and accurate. An installation or location must exist on the selected user's list for it to be selected from the system generated pick list to be assigned to an initiative.	Yes for ALL	07, 08
1-2. Function	Required to create record The four-character, DoD alphanumeric designator(s) and name(s) specifying the type of commercial activity(ies) being competed. Note: These are the DoD Function Codes used as of the FY 2000 Inventory Data Call.	Pick List Select all DoD functions included in the initiative by location.	Yes for ALL	11
1-3. DoD Function Classification	A classification based on the DoD Function(s) identifying the nature of the activities included in the initiative.	System Generated based on the function codes selected.	N/A	None
1-4. Announced Civilian Authorizations	Required to create record The number of DoD civilian authorizations on the DoD Component's human resource document included in the initiative when the DoD Component announces it to Congress or makes the public announcement to the employees (and their representatives). This number in all cases shall be that personnel figure identified in the correspondence announcing the start of an initiative and reflects authorized civilian positions. The number is used to give a preliminary estimate of the size of the commercial activity being competed. It reflects "spaces" not "faces."	User entered data in a table by location and DoD function.	Yes for ALL	14

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
1-5. Announced Military Authorizations	Required to create record The number of military authorizations on the DoD Component's human resource document included in the initiative when the DoD Component announces the initiative to Congress or makes the public announcement to the employees. This number in all cases shall be that personnel figure identified in the correspondence announcing the start of an initiative and reflects authorized military positions. The number is used to give a preliminary estimate of the size of the commercial activity being competed. It reflects "spaces" not "faces."	User entered data in a table by location and DoD function.	Yes for ALL	15
1-6. Announced Officer Authorizations	The number of military officers on the DoD Component's human resource document included in the initiative when the DoD Component announces the initiative to Congress or makes the public announcement to the employees. It reflects "spaces" not "faces."	User entered data in a table by location and DoD function. This data element is independent of Authorized Military Authorizations above.	Optional except for Air Force	None
1-7. Announced Enlisted Authorizations	The number of enlisted authorizations on the DoD Component's human resource document included in the initiative when the DoD Component announces the initiative to Congress or makes the public announcement to the employees. It reflects "spaces" not "faces."	User entered data in a table by location and DoD function. This data element is independent of Authorized Military Authorizations above.	Optional except for Air Force	None
1-8. Initiative Title	A descriptive title entered by the user to identify the activities included in the initiative.		Yes for ALL	10
1-9. Basis for Cost Comparison Start Date	Required to create record The action that is the basis for the official start date of the initiative.	Pick List <ul style="list-style-type: none"> Public Announcement – A Congressional Notification – C CA Team Formed – F (Navy & Marines only) 	Yes for FY 2001 and later decisions	None
1-10. Congressional Notification Date	The date Congress is notified that a cost comparison will be initiated when required by 10 USC 2461.	User selected from a calendar utility.	Yes for ALL	03
1-11. Public Announcement Date	Required to create record The date the DoD Component notifies the directly affected federal employees (and their representatives).	User selected from a calendar utility.	Yes for ALL	03

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
1-12. Planned Solicitation Issue Date	Required to create record The original planned date for issuing the solicitation. Note: Does not apply to a Direct Conversion or Streamlined Cost Comparison where a solicitation is not issued.	User selected from a calendar utility.	Yes for ALL new records	None
1-13. Planned Tentative Decision Date	Required to create record The original planned date for making the tentative decision.	User selected from a calendar utility.	Yes for ALL new records	None
1-14. Planned Final Decision Date	Required to create record The original planned date for making the final decision.	User selected from a calendar utility.	Yes for ALL new records	None
1-15. Planned Contract/MEO Start Date	Required to create record The original planned start date for the selected service provider.	User selected from a calendar utility.	Yes for ALL new records	None
1-16. Section Comments	Comments pertaining exclusively to the data in Phase 1.		Optional	59

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
Phase 2 – In-Progress				
2-1. Adjustments to Announced Civilian Authorizations	<p>This data element represents the number of adjustments to the announced authorized civilian positions whose work has been excluded from competition (i.e., requirements have not been included in the PWS).</p> <p>Note: Do not adjust for authorizations eliminated through attrition or budget cuts or when reengineering occurs while the CA initiative is being conducted. Otherwise, actual savings realized will not be reflected in the initiative.</p>	User entered data in a table by location and DoD function.	Yes for ALL	None
2-2. Adjustments to Announced Military Authorizations	<p>This data element represents the number of adjustments to the number of announced authorized military positions whose work has been excluded from competition (i.e., requirements have not been included in the PWS).</p> <p>Note: Do not adjust for authorizations eliminated through attrition or budget cuts or when reengineering occurs while the CA initiative is being conducted. Otherwise, actual savings realized will not be reflected in the initiative.</p>	User entered data in a table by location and DoD function.	Yes for ALL	None
2-3. Adjustments to Announced Officer Authorizations	This data element represents the number of adjustments to the announced authorized officer positions that are excluded from competition.	User entered data in a table by location and DoD function. This data element is independent of Adjustments to Announced Military Authorizations above.	Optional except for Air Force	None
2-4. Adjustments to Announced Enlisted Authorizations	<p>Optional</p> <p>This data element represents the number of adjustments to the number of announced authorized enlisted positions that are excluded from competition.</p>	User entered data in a table by location and DoD function. This data element is independent of Adjustments to Announced Military Authorizations above.	Optional except for Air Force	None
2-5. Refined Civilian Authorizations	The number of announced civilian authorizations on the DoD Component's human resource documents that performed the requirements (i.e., work) competed in the solicitation. This number is system generated and equal to Announced Civilian Authorizations minus Announced Civilian Authorizations Excluded.	System Generated	N/A	21

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
2-6. Refined Military Authorizations	The number of announced military authorizations on the DoD Component's human resource documents that performed the requirements (i.e., work) competed in the solicitation. This number is system generated and equal to Announced Military Authorizations minus Announced Military Authorizations Excluded.	System Generated	N/A	22
2-7. Refined Officer Authorizations	The number of announced officer authorizations on the DoD Component's human resource documents that performed the requirements (i.e., work) competed in the solicitation. This number is system generated and equal to Announced Officer Authorizations minus Announced Officer Authorizations Excluded.	System Generated. This data element is independent of Refined Military Authorizations above.	N/A	None
2-8. Refined Enlisted Authorizations	The number of announced enlisted authorizations on the DoD Component's human resource documents that performed the requirements (i.e., work) competed in the solicitation. This number is system generated and equal to Announced Enlisted Authorizations minus Announced Enlisted Authorizations Excluded.	System Generated. This data element is independent of Refined Military Authorizations above.	N/A	None
2-9. CA Team Formation Date	The date the CA team is formed. The CA team can be an individual or group of individuals responsible for performing the initiative.	User selected from a calendar utility.	Optional except for Navy when used for the Basis for Start Date for FY 2001 and later decisions.	None
2-10. PWS Development Start Date	The date PWS development starts after Public Announcement.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
2-11. PWS Development Completion Date	The date the PWS is accepted by the contracting officer.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
2-12. Management Plan Development Start Date	The date Government Management Plan development starts after public announcement.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
2-13. Management Plan Development Completion Date	The date the Government Management Plan is certified by the MEO Certifying Official prior to initial submission to the IRO. Note: Does not include changes made resulting from the IRO Process, the TPP Evaluation Process, or changes made in accordance with Chapter 18 of the DoD A-76 Costing Manual.)	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
2-14. Initial Independent Review Start Date	The date the IRO receives the initial Government Management Plan that has been certified by the MEO Certifying Official. Note: An IR is not required for a Direct Conversion of 10 or fewer positions (civilian and/or military).	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
2-15. Initial Independent Review Completion Date	The date the IRO initially certifies the Government Management Plan. Notes: Do not include subsequent IRO certifications as required by the TPP Evaluation Process, AAP, etc. An IR is not required for a Direct Conversion of 10 or fewer positions (civilian and/or military).	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
2-16. Solicitation Required?	An indicator whether a solicitation was issued.	Pick List <ul style="list-style-type: none">• Yes• No	Yes for ALL	None
2-17. Solicitation Kind	A designator indicating whether the solicitation has been limited to a specific class of offerors. Note: The contracting officer is the source for this information.	Pick List <ul style="list-style-type: none">• Unrestricted – U• Restrict to small business – A• Small Business Administration 8(a) set aside Tribal Owned Business – E• Small Business Administration 8(a) set aside Hawaiian Owned Organization – F• Small Business Administration 8(a) set aside (not a Tribal Owned Business or Hawaiian Owned Organization) – B• Javits-Wagner-O'Day Act (JWOD) (41 U.S.C., Sections 46-48c, reference (o)) – C Notes: Solicitations under Section 8(a) of section 8(a) of the Small Business Act (15 USC 637(a)) are negotiated. For Direct Conversions not requiring a solicitation, this data element is not populated.	Yes for ALL	20

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
2-18. Solicitation Type	The type of solicitation used to obtain contract offers. Note: The contracting officer is the source for this information.	Pick List <ul style="list-style-type: none">Negotiated – NSealed Bid – S Notes: Solicitations under Section 8(a) of the Small Business Act (15 USC 637(a)) are negotiated. For Direct Conversions not requiring a solicitation, this data element is not populated.	Yes for ALL	19
2-19. Source Selection Process	The type of source selection process used in a negotiated acquisition to select the contract/ISSA offeror to compete against the in-house offer.	Pick List <ul style="list-style-type: none">Low Cost Technically Acceptable – ACost/Technical Tradeoff – BHybrid – C (Description required in Phase 2 Comments.)	Yes for FY 2001 and later decisions	None
2-20. Solicitation Issue Date	The date the solicitation is issued. Note: Does not apply to a Direct Conversion or Streamlined Cost Comparison where a solicitation is not issued.	User selected from a calendar utility.	Yes for ALL	17, 18
2-21. Solicitation Close Date	The date private sector/ISSA offers are turned in to the contracting officer. Note: Does not apply to a Direct Conversion or Streamlined Cost Comparison where a solicitation is not issued.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
2-22. Section Comments	Comments pertaining exclusively to the data in Phase 2.		Optional	59

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
<i>Phase 3 – Decision</i>				
<i>Tentative Decision</i>				
3-1. Tentative Decision	The results of the tentative decision. This decision is locked once entered. It cannot be changed or rescinded.	Pick List <ul style="list-style-type: none"> Contract – C In-house – I ISSA – S (Non-DoD Federal Agency) 	Yes for ALL	27
3-2. Tentative Decision Date	For Standard Cost Comparisons: Line 24 of the Cost Comparison Form (CCF). This is the date of the initial cost comparison between the selected contractor/ISSA offer and the in-house offer. For Streamlined Cost Comparisons, the date the tentative decision is announced in the Commerce Business Daily. For Direct Conversions, the date a tentative decision is determined.	User selected from a calendar utility.	Yes for ALL	25, 26
3-3. Public Review Period Start Date	For Standard and Streamlined Cost Comparisons, the date the CCF and supporting documentation is provided to eligible appellants. For Direct Conversions, the date the decision documentation is provided to eligible appellants	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
3-4. Public Review Period End Date	The end date for the Public Review Period.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
3-5. Section Comments	Comments pertaining exclusively to the data in the Tentative Decision section.		Optional	59
<i>Disputes</i>				
3-6. Administrative Appeal Received?	An indicator that an administrative appeal has been filed.	Pick List <ul style="list-style-type: none"> Yes No (default value) 	Yes for ALL	49
3-7. AAP Start Date	The official start date of the AAP (Administrative Appeals Process).	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
3-8. Dispute Source	The eligible appellant(s) filing the administrative appeal.	Pick List (multi-selection) <ul style="list-style-type: none"> Contractor Selected to Compete Against In-House Employee – C Non-Selected Contractor – N ISSA Employee (or their representative)- S In-House Employee – E Employee Representative (e.g., Union) – U 	Yes for ALL	50
3-9. CCF Re-computed?	An indicator that the AAP decision required re-computation of the CCF.	Pick List <ul style="list-style-type: none"> Yes No (default value) 	Yes for ALL	None
3-10. AAP Authority Decision Results	An indicator of the results of the decision by the AAP authority.	Pick List <ul style="list-style-type: none"> Unchanged Changed Recomputed 	Yes for ALL	51
3-11. Decision Changed To	If the decision changed, an indicator of the impact of the administrative appeal on the selection of the offeror.	Pick List <ul style="list-style-type: none"> Contract – C In-house – I ISSA – S (Non-DoD Federal Agency) 	Yes for ALL	None
3-12. AAP Comments	Comments pertaining to the AAP process and decision.		Yes for ALL	None
3-13. AAP End Date	The date the AAP Authority announces the AAP decision.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
3-14. GAO Bid Protest Received?	An indicator that a GAO Bid Protest has been filed after the AAP is completed. Note: Only record GAO Bid Protests filed after the AAP has been completed.	Pick List <ul style="list-style-type: none"> Yes No (default value) 	Yes for ALL	52
3-15. First GAO Bid Protest Received Date	If a bid protest is filed, the date the first bid protest was filed with the GAO. Note: Only record GAO Bid Protests filed after the AAP has been completed.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
3-16. Bid Protest Source	Interested party(ies) filing the GAO Bid Protest. Note: Only record GAO Bid Protests filed after the AAP has been completed.	Pick List (multi-selection) <ul style="list-style-type: none"> Contractor Selected to Compete Against In-House Employee – C Non-Selected Contractor – N 	Yes for ALL	53
3-17. GAO Bid Protest Resolution	The method used to resolve the GAO Bid Protest.	Pick List <ul style="list-style-type: none"> GAO Written Decision – G Component Resolution – C 	Yes for ALL	None
3-18. GAO Bid Protest Case Number	When a written GAO decision is rendered, the number assigned by GAO to the Bid Protest.		Yes for ALL	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
3-19. CCF Re-computed?	An indicator that Component Resolution or the GAO Bid Protest decision required recomputation of the CCF.	Pick List <ul style="list-style-type: none"> • Yes • No (default value) 	Yes for ALL	None
3-20. GAO Bid Protest Process Results	An indicator of the results of the decision by the AAP authority.	Pick List <ul style="list-style-type: none"> • Unchanged • Changed • Recomputed 	Yes for ALL	51
3-21. Decision Changed To	If the decision changed, an indicator of the results of the GAO Bid Protest.	Pick List <ul style="list-style-type: none"> • Contract – C • In-house – I • ISSA – S (Non-DoD Federal Agency) 	Yes for ALL	54
3-22. GAO Bid Protest Comments	An explanation of the GAO Bid Protest results and other comments pertaining to the GAO Bid Protest process.		Yes for ALL	None
3-23. GAO Bid Protest Resolution Date	The date the final GAO Bid Protest is resolved.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
3-24. Court Action Filed?	An indicator that a court action has been filed.	Pick List <ul style="list-style-type: none"> • Yes – Y • No – N (default value) 	Yes for ALL	None
3-25. Court ID	The name of the court		Yes for ALL	None
3-26. First Court Action Filing Date	The date the first court action is filed.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
3-27. Court Dispute Source	Interested party(ies) filing the court action.	Pick List (multi-selection) <ul style="list-style-type: none"> • Contractor Selected to Compete Against In-House Employee – C • Non-Selected Contractor – N • ISSA Employee (or their representative)- S • In-House Employee – E • Employee Representative (e.g., Union) – U 	Yes for FY 2001 and later decisions	None
3-28. Case Resolution	An indicator of how the case was resolved	Pick List <ul style="list-style-type: none"> • Out of Court Settlement • Court Decision 	Yes for FY 2001 and later decisions	None
3-29. CCF Re-computed?	An indicator that the court action or decision required recomputation of the CCF.	Pick List <ul style="list-style-type: none"> • Yes – Y • No – N (default value) 	Yes for ALL	None
3-30. Court Decision Results	An indicator of the results of the decision by the AAP authority.	Pick List <ul style="list-style-type: none"> • Unchanged • Changed • Recomputed 	Yes for ALL	51

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
3-31. Decision Changed To	An indicator of the results of the court actions.	Pick List <ul style="list-style-type: none"> Contract – C In-house – I ISSA – S (Non-DoD Federal Agency) 	Yes for ALL	None
3-32. Court Action Explanation	An explanation of the court action and other comments pertaining to the court action process. Identify the court handling the case.		Yes for ALL	None
3-33. Court Action Date	The date the final court action is announced.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
Final Decision				
3-34. Final Decision	<p>The results of the final decision after appeals and protests have been resolved.</p> <p>For Standard and Streamlined Cost Comparisons, Line 18 of the CCF after all disputes are resolved.</p> <p>Note: The RSH states a final decision occurs after the AAP Authority has rendered an AAP decision. However, GAO Bid Protests and Court Actions can impact final decisions. Therefore, in DoD, the Final Cost Comparison decision occurs after all disputes are resolved, e.g., appeals filed during the AAP, Bid Protests to GAO, court actions.</p>	Pick List <ul style="list-style-type: none"> Contract – C In-house – I ISSA – S 	Yes for ALL	29
3-35. Final Decision Date	The date the final decision is announced. This date occurs after the Public Review Period and, if disputes are received, the date after all disputes are resolved.	User selected from a calendar utility.	Yes for ALL	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
3-36. Decision Rationale	<p>The rationale for selecting the service provider reflected in a final decision.</p> <p>Notes: 1) If no contract/ISSA offers are received, the one offer remaining (the public offer) is determined to be the service provider based upon “No satisfactory commercial source” and the MEO shall be implemented and execution tracked in Phase 4 of this DCAMIS record to record actual vs bid costs and a Post-MEO Review shall be performed on the MEO.</p> <p>2) If contract/ISSA offers were received but found to be non-responsive or not responsible, the one offer remaining (the public offer) is determined to be the service provided based upon “No satisfactory commercial source” and the MEO shall be implemented and execution tracked in Phase 4 of this DCAMIS record to record actual vs bid costs and a Post-MEO Review shall be performed on the MEO.</p>	<p>Pick List for In House service provider:</p> <ul style="list-style-type: none"> • Cost – C • No satisfactory commercial source – N <p>Note: If the final decision is contractor or ISSA, the system defaults to Cost.</p>	Yes for ALL	31
3-37. Contractor/ISSA Name	The name of the selected contractor or ISSA provider		Yes for FY 2001 and later decisions	None
3-38. Contract Type	For contract decisions, an indicator for the type of contract awarded to the service contractor.	<p>Pick List</p> <ul style="list-style-type: none"> • Firm Fixed Price (or predominantly FFP) – A • Cost Reimbursement (or predominantly cost reimbursement) – B <p>Note: In a predominantly FFP contract, over 50% of the total offer will be fixed. Likewise, in a predominantly cost reimbursement contract, over 50% of the total offer will be reimbursed.</p>	Yes for ALL	30
3-39. Prime Contractor Size	For contract decision, an indicator of the size of the selected prime contractor. For an in-house decision, the size of the prime contractor selected to compete in the cost comparison.	<p>Pick List</p> <ul style="list-style-type: none"> • Large – L (Large business contractor) • Small – S (Small and/or Small/Disadvantaged business contractor) 	Yes for ALL	32

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
3-40. Total Staff Hours Expended	The estimated number of in-house staff hours expended in conducting the initiative, e.g., PWS development, MEO development, independent review, contracting actions, personnel actions, AAP. These staff hours shall include indirect and direct time expended by staff from the time the competitive sourcing initiative is announced until the final decision.		Yes for ALL	57
3-41. Consultant Cost (\$000)	The amount paid to consultants for the initiative, in thousands of dollars, rounded to the nearest whole number. This includes all modifications to the base consultant contract.		Yes for FY 2001 and later decisions	None
3-42. Costs of Conducting the Initiative (\$000)	The estimated total cost of the total in-house staff hours expended PLUS other costs associated with the cost comparison or direct conversion (e.g., travel, reproduction costs, consultant support, etc.), in thousands of dollars, rounded to the nearest whole number.		Yes for ALL	58
3-43. Initiative Cost Status	The status of the entered cost information in previous three data elements.	Pick List <ul style="list-style-type: none"> Preliminary Final 	Yes	None
3-44. Number of Contractor Offers Received	Total number of contractors who submitted offers in the competition.		Yes for FY 2001 and later decisions	None
3-45. Final Decision Notification Date	The date the Final Decision is publicly announced.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
3-46. Solicitation Cancellation Date	For in-house or ISSA decisions, the date the contracting officer publishes an amendment to cancel the solicitation. Note: Does not apply to a Direct Conversion or Streamlined Cost Comparison where a solicitation is not issued.	User selected from a calendar utility.	Yes for ALL	28
3-47. Statutory Notification Date	For contract decisions, the date Congress is notified of the award to a contractor.	User selected from a calendar utility.	Yes for ALL	28
3-48. Section Comments	Comments pertaining exclusively to the data in the Final Decision section.		Optional	59

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
<i>Cost Comparison Details</i>				
3-49. Baseline Annual Civilian Workyears	The number of annual civilian workyears it has taken to perform the work being studied during the 12 months prior to announcement. Include workyears expended by all sources of civilian manpower, including assigned, permanent, temporary, part-time, intermittent, seasonal, borrowed, detailed, overhire, foreign national direct hire, foreign national indirect hire, nonappropriated fund, etc., civilian personnel as well as any overtime. Also include workload eliminated for management efficiencies during the study. Exclude inherently governmental work, work that has been exempted from competition, and any work performed by a contractor. Calculate workyears using the same method used for calculating MEO FTEs as required by Part II, Chapter 2, paragraph B.5 in the Revised Supplemental Handbook to OMB Circular A-76. Round down less than one-half year of effort, and round up one-half year or more. Use these workyear figures as the baseline for determining the personnel savings identified in the Management Plan.	User entered data in a table by location and DoD function	Yes for ALL	23

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
3-50. Baseline Annual Military Workyears	The number of annual military workyears it has taken to perform the work being studied during the 12 months prior to announcement. Include workyears expended by all sources of military manpower, include workload eliminated for management efficiencies during the study. Exclude inherently governmental work, work that has been exempted from competition, and any work performed by a contractor. Calculate workyears using the same method used for calculating MEO FTEs as required by Part II, Chapter 2, paragraph B.5. in the Revised Supplemental Handbook to OMB Circular A-76. Round down less than one-half year of effort, and round up one-half year or more. Use these workyear figures as the baseline for determining the personnel savings identified by the Management Plan.	User entered data in a table by location and DoD function	Yes for ALL	24
3-51. MEO Bid (FTE)	MEO FTEs for each performance/annual period as bid in the cost comparison.		Yes for ALL	63A, 65A, 67A, 69A, 71A
3-52. Total In-House Cost Estimate (\$000)	Line 6 of the CCF for each performance/annual period (sum of Lines 1 thru 5). Entry is in thousands of dollars, rounded to the nearest whole number.		Yes for ALL	36
3-53. Contract/ISSA Price (\$000)	Line 7 of the CCF for each performance/annual period. Entry is in thousands of dollars, rounded to the nearest whole number.		Yes for ALL	63B, 65B, 67B, 69B, 71B
3-54. Total Contract/ISSA Costs (\$000)	Line 13 of the CCF for each performance/annual period (sum of Lines 7 thru 12). Entry is in thousands of dollars, rounded to the nearest whole number.		Yes for ALL	37
3-55. Minimum Conversion Differential (\$000)	Line 14 of CCF (Line 1 total for all performance/annual periods times 10%). Entry is in thousands of dollars, rounded to the nearest whole number. Note: The Minimum Conversion Differential for Direct Conversions is \$0.		Yes for ALL	62

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
3-56. Baseline Cost (\$000)	<p>An estimate of what the total cost of the commercial activities being competed would have been over all performance/annual periods if the initiative had not been conducted.</p> <p>Note: Baseline Cost must be estimated based upon the same cost basis as the MEO and contractor/ISSA cost comparison (i.e., if the cost comparison excludes repair parts and utility costs, Baseline Cost should also exclude these).</p>		Yes for ALL	60
3-57. Estimated Savings (\$000)	<p>For Standard and Streamlined Cost Comparisons: The estimated dollar savings based upon the final cost comparison for all performance/annual periods (excluding the phase-in period) in thousands of dollars, rounded to the nearest whole number. Equals Baseline Costs minus the selected service provider's cost. (CCF Line 6 minus Line 4 for in-house and CCF Line 13 minus Line 12 for contract or ISSA performers.)</p> <p>For Direct Conversions: The estimated dollar savings based upon the final decision for all performance/annual periods</p>		Yes for ALL	61
3-58. Section Comments	Comments pertaining exclusively to the data in the Cost Comparison Details Section.		Optional	59

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
<i>Phase 4 – Post Decision</i>				
<i>Transition Actions</i>				
4-1. Civilian Transfers	<p>The actual number of permanent civilian employees assigned to the commercial activity being competed that were placed in other government jobs. Do NOT include employees impacted through bump and retreat actions that are outside this initiative. Do not include NAF or Foreign Nationals.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>These actual numbers may differ from those reported in a Congressional notification.</p> <p>It is important for DoD to track actual employees impacted vice estimates, to the maximum extent practicable.</p>		Yes for ALL	40, 41
4-2. Civilian Retirements	<p>The actual number of permanent civilian employees assigned to the commercial activity being competed that take normal and early retirement as a result of the decision. Do NOT include employees impacted through bump and retreat actions that are outside this initiative. Do not include NAF or Foreign Nationals.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>These actual numbers may differ from those reported in a Congressional notification.</p> <p>It is important for DoD to track actual employees impacted vice estimates, to the maximum extent practicable.</p>		Yes for ALL	42, 43

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
4-3. Civilian Involuntary Separations	<p>The actual number of permanent civilian employees assigned to the commercial activity being competed that were involuntarily separated from Federal employment as a result of the decision. Do NOT include employees impacted through bump and retreat actions that are outside this initiative. Do not include NAF or Foreign Nationals.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>These actual numbers may differ from those reported in a Congressional notification.</p> <p>It is important for DoD to track actual employees impacted vice estimates, to the maximum extent practicable.</p>		Yes for ALL	44
4-4. Civilian Temporary Employees Terminated	<p>The actual number of temporary Government civilian employees assigned to the commercial activity being competed whose Federal employment was involuntarily terminated as a result of the decision. Do not include employees impacted through bump and retreat actions that are outside this initiative. Do not include NAF or Foreign Nationals.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>These actual numbers may differ from those reported in a Congressional notification.</p> <p>It is important for DoD to track actual employees impacted vice estimates, to the maximum extent practicable.</p>		Yes for ALL	45

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
4-5. Unfilled Authorizations	<p>The actual number of unfilled military authorizations plus unfilled civilian authorizations compared to the Refined Civilian Authorizations plus the Refined Military Authorizations at the time of Congressional notification.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>These actual numbers may differ from those reported in a Congressional notification.</p> <p>It is important for DoD to track actual employees impacted vice estimates, to the maximum extent practicable.</p>		Yes for FY 2001 and later decisions	None
4-6. Employees Paid Severance Pay	<p>The actual number of directly affected employees that will be paid severance pay upon their separation from Federal employment as a result of the final decision.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>These actual numbers may differ from those reported in a Congressional notification.</p> <p>The data from this data element will impact Costing policies in the DoD A-76 Costing Manual.</p>		Yes for ALL	46
4-7. Employees Hired by Contractor	<p>For contract decisions, the actual number of directly affected employees hired by the contractor.</p> <p>Note: The cutoff dates for this number is the date when the contract is fully implemented IAW the Transition Plan.</p>	Available only to Army users	Yes for Army users	48

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
4-8. Total Actual Amount of Severance Paid (\$000)	<p>The actual amount of severance to be paid to civilian employees assigned to the commercial activity being competed and severed as a result of the final decision, in thousands of dollars, rounded to the nearest whole number as of the final decision date.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>The data from this data element will impact Costing policies in the DoD A-76 Costing Manual.</p>		Yes for ALL	47
4-9. Total Actual Amount of Relocation Costs (\$000)	<p>The actual amount of relocation costs paid to civilian employees assigned to the commercial activity being competed as a result of the final decision, in thousands of dollars, rounded to the nearest whole number.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>The data from this data element will impact Costing policies in the DoD A-76 Costing Manual.</p>		Yes for FY 2001 and later decisions	None
4-10. Total Actual Amount of Retraining Costs (\$000)	<p>The actual amount of retraining costs paid to civilian employees assigned to the commercial activity being competed as a result of the final decision, in thousands of dollars, rounded to the nearest whole number.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>The data from this data element will impact Costing policies in the DoD A-76 Costing Manual.</p>		Yes for FY 2001 and later decisions	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
4-11. Total Actual Continuing Health Care (TCC) Paid (\$000)	<p>The actual amount of actual continuing health care (TCC) paid to civilian employees assigned to the commercial activity being competed, in thousands of dollars, rounded to the nearest whole number as a result of the final decision.</p> <p>Notes: The cutoff dates for this number is the date when the MEO or contract/ISSA is fully implemented IAW the Transition Plan.</p> <p>The data from this data element will impact Costing policies in the DoD A-76 Costing Manual.</p>		Yes for FY 2001 and later decisions	None
4-12. Section Comments	Comments pertaining exclusively to the data in Transition Actions.		Optional	59
Service Provider Execution Information				
4-13. Contract/ISSA Award Date	The date the contract is issued or the support agreement is signed.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
4-14. Actual Execution Period Start Date	The actual start date for each performance/annual period.	System Generated except for the 1 st Performance Period for which user selects from a calendar utility.	Yes for ALL	39
4-15. Change in Provider?	Indicates whether performance changed from the service provider indicated in the previous performance/annual period.	Pick List <ul style="list-style-type: none"> No (Default value. The provider has not changed.) Yes (The provider has changed.) 	Yes for ALL	73
4-16. Service Provider Type	If the service provider changes after the first performance period, the type of service provider.	Pick List <ul style="list-style-type: none"> Contract – C In-House – I ISSA – S 	Yes for ALL	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
4-17. Reason for Change to New Service Provider	This data element applies to in-house, contract and ISSA decisions and provides the Component's rationale for changing service providers for any type of initiative. A reason is to be applied whenever there is a change in service providers in any performance/annual period in the cost comparison.	Pick List <ul style="list-style-type: none"> • Work Eliminated – X (Applies to either in-house, contract or ISSA decisions. The workload was eliminated due to a base closure, realignment, budget reduction, change in requirements, privatization, etc.) • Consolidation – C (Applies to contract decisions. The selected contractor workload was consolidated into another existing contract.) • Default – D (Applies to contract decisions only. The selected contractor defaulted and another contractor is now performing the work.) • Not Renewed – N (Applies to contract decisions only. The selected contractor was replaced by a new contractor when the selected contractor's option was not renewed.) • Returned In-House - R (Applies to contract decisions only. The function was temporarily returned to in-house and is pending re-solicitation due to a contractor default.) 	Yes for ALL	75
4-18. Prime Contractor Size	If the new service provider is a contractor, an indicator of the size of the new prime service contractor.	Pick List <ul style="list-style-type: none"> • Large – L (Large business contractor) • Small – S (Small and/or Small/Disadvantaged business contractor) 	Yes for ALL	74
4-19. Prime/ISSA Name	If different from the Contractor/ISSA Name in Phase 3, for a contract decision, the name of the contractor/ISSA provider.		Optional	None
4-20. Contractor Address	For a contract decision, the address of the contractor		Optional	None
4-21. Contract/ISSA Number	For a contract/ISSA decision, the contract number on the DD Form 1155 or the ISSA agreement number for the work competed.		Yes for FY 2001 and later decisions	None
4-22. Contract/ISSA Actual Cost (\$000)	For contract or ISSA decisions, the actual contract/ISSA cost for each performance/annual period, in thousands of dollars, rounded to the nearest whole number.		Yes for ALL	64B, 66B, 68B, 70B, 72B

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
4-23. MEO Actual (FTE)	<p>For standard and streamlined cost comparisons with in-house decisions, the actual number of FTEs in the MEO performing the work during each performance/annual period.</p> <p>For Direct Conversions with in-house decisions, the actual number of FTEs performing the work during each performance/annual period.</p>		Yes for ALL	64A, 66A, 68A, 70A, 72A
4-24. Actual MEO Subcontract Cost (\$000)	<p>For standard and streamlined cost comparisons with in-house decisions with MEO subcontracts, the actual cost for any/all MEO subcontracts for each performance/annual period, in thousands of dollars, rounded to the nearest whole number.</p> <p>Note: Include government purchase card costs for services.</p>		Yes for FY 2001 and later decisions	None
4-25. Reason for Change in Costs/FTEs	<p>A Component's reason for a significant change in the costs and/or FTEs for a performance/annual period when compared to the MEO FTEs used to calculate Line 1 of the CCF for the MEO or Line 7 of the CCF for the selected contract or ISSA provider.</p> <p>Note: For subsequent performance/ annual periods where a performer change occurs, this rationale must also be provided to explain cost or FTE changes.</p>	<p>Pick List (multi-selection)</p> <ul style="list-style-type: none"> Requirements Added – A (Provide explanation.) Actual MEO Wage Rates [not grades] Greater than Cost Comparison – R Wage Rate Increases (from Dept. of Labor, collective bargaining, or OPM directed changes) – W Functions Reduced or Eliminated – F (Complete Function Status and Function Status Change Date elements.) Common Costs Not Included on CCF – N (Normally associated with a contractor provider. The cost comparison excluded from the CCF as common costs such costs as repair parts and utilities but these cannot be segregated out of the actual [contract] costs.) Unfilled Authorizations – U (MEO unable to maintain or achieve authorized strength during performance period) 	Yes for ALL	None
4-26. Cost Change Explanation	An explanation for the change in costs/FTEs.		Yes for ALL	None
4-27. Functions Terminated?	When the scope of the functions performed is reduced in a performance/annual period, this data element indicates the nature of the reduction.	<p>Pick List</p> <ul style="list-style-type: none"> No (Default value.) Yes 	Yes for ALL	None
4-28. Function Status Change Date	The date the Function Status changed.	<p>User selected from a calendar utility.</p> <p>Note: This date must be entered for each function changed in the “authorizations by location and by function” matrix.</p>	Yes for ALL	None

DATA ELEMENT NAME	DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
4-29. Actual Execution Period End Date	The actual end date for each performance/annual period.	System Generated except for 1 st and last periods which are user selected from a calendar utility. The system will enforce the following rules: 1) First and last periods are less than or equal to 12 months and 2) all other periods equal 12 months.	Yes for ALL	34
4-30. Post-MEO Review Conducted?	An indicator that a post-MEO review was performed.	Pick List <ul style="list-style-type: none"> No (Default value.) Yes 	Yes for ALL	None
4-31. Post-MEO Review Start Date	The date the Post-MEO Review starts. This data element applies to standard and streamlined cost comparisons where either the MEO or ISSA was selected as the service provider. Note: Post-MEO Performance Reviews will be conducted on not less than 20 percent of the functions retained performed by the Government as a result of a cost comparison.	User selected from a calendar utility.	Yes for FY 2001 and later decisions	None
4-32. Post-MEO Review Completion Date	The date the Post-MEO Review is completed on the MEO or ISSA provider. Note: Post-MEO Performance Reviews will be conducted on not less than 20 percent of the functions retained performed by the Government as a result of a cost comparison.	User selected from a calendar utility.	Yes for ALL	77
4-33. Post-MEO Review Results	The results of the Post-MEO Review of the selected MEO or ISSA service provider. Note: Post-MEO Performance Reviews will be conducted on not less than 20 percent of the functions retained performed by the Government as a result of a cost comparison.	Pick List <ul style="list-style-type: none"> Acceptable including correction of minor deficiencies – A (Provide summary explanation of correction of deficiencies.) Acceptable pending correction of major deficiencies – M (Provide summary explanation of deficiencies.) Unacceptable, being recompeted – R (Provide summary explanation for unacceptability decision and create new CAMIS record for the recompetition action.) Unacceptable, scheduled for recompetition – S (Provide summary explanation for unacceptability decision and enter projected date for announcement.) Other – O (If selected, user must provide explanation in Post-MEO Review Comments.) 	Yes for FY 2001 and later decisions	None
4-34. Post-MEO Review Comments	Comments expanding on Post-MEO Results		Yes for FY 2001 and later decisions	None
4-35. Section Comments	Comments pertaining exclusively to the data in Service Provider Execution.		Optional	59

DATA ELEMENT NAME		DEFINITION	VALUES	Mandatory?	Legacy CAMIS #
Milestones					
X-1.	Original Plan Date	The originally planned completion date for the event.	System Generated when initial entry is made in the Current Plan Date for an event.	N/A	None
X-2.	Current Plan Date	The date an event is currently scheduled to be completed.	User selected from a calendar utility. The milestone events are: <ul style="list-style-type: none"> In Progress Phase <ul style="list-style-type: none"> PWS Development Start Date PWS Development Completion Date Management Plan Development Start Date Management Plan Development Completion Date Initial Independent Review Start Date Initial Independent Review Completion Date Solicitation Issue Date Solicitation Close Date Decision Phase <ul style="list-style-type: none"> Tentative Decision Date Public Review Period Start Date Public Review Period End Date Final Decision Date Service Provider Execution <ul style="list-style-type: none"> Contract/MEO Start date 	Optional	None
X-3.	Actual Completion Date	The date a milestone is actually achieved.	Display Only when the actual completion date for an event is entered in the phase records above.	N/A	None
X-4.	Section Comments	Comments pertaining exclusively to the data in Milestones.		Optional	59